

**10.10.2013 Final Draft  
With the Council's Revisions  
By-laws First Congregational Church, UCC**

**Preamble:** These By-laws are set forth as guidance for the members of the congregation to join together - to serve, to learn and to praise God. These By-laws also guide this congregation as it relates to other congregations and organizations.

For circumstances not anticipated by this document the congregation is commended to proceed in a manner consistent with the precept of the congregation, i.e. *"First Congregational Church is a faith community, seeking to spread the inclusive grace of God through innovative worship, spiritual nurture and the pursuit of social justice."* The scope and purpose of the congregation are further defined by these foundational values: Inclusiveness, Justice, Diversity, Spiritual Nurture, Healthy Relationships, Compassion and Innovation.

It is implicit throughout this document that this organization is a Christian church.

The people of First Congregational Church are called to share God's love as we minister with and to all persons in our community and beyond providing worship, nurture, fellowship, and service. Our welcome knows no boundary of age, ethnicity, culture, sex, gender, sexual orientation, gender identity, gender expression, economic condition, military service, or physical or mental ability. Furthermore we openly affirm lesbian, gay, bisexual and transgender persons and welcome them into the full life and ministry of First Congregational United Church of Christ. We embrace and seek to preserve the beautiful, amazing diversity of God's creation. We cooperate in ministry with other local churches and groups of God's people as we participate in the worldwide mission of Christ.

**Article 1. Organization**

A1.1 Registered office. The registered office of the corporation shall be situated at 431 South Third Street, Elkhart, Indiana 46516 and may, at a later date, be moved to such other location as the Church Council may from time to time designate.

A1.2 Purpose. The corporation has been organized for the purposes set forth in the Articles of Incorporation.

**Article 2. Denominational Affiliation**

A2.1 This congregation shall be an interdependent part of the United Church of Christ or its successors and of the Northwest Association, hereafter referred to as the "Association", of the Indiana Kentucky Conference, hereafter referred to as the "Conference" or its successors,.

A2.2 This congregation pledges its financial support and participation in the life and mission of the United Church of Christ.

A2.3 If a majority of the voting members of this congregation present at a duly called and conducted special meeting vote to transfer to another church body, the title to property, tangible and intangible, shall continue to reside in this congregation.

**Article 3. Dissolution**

A3.1 If this congregation chooses to dissolve, any net assets will be transferred to the Indiana Kentucky Conference of the United Church of Christ or its successor. If no UCC entity exists to receive these assets they may be transferred to another organization which is tax exempt under 501(c)(3) of the Internal Revenue Code to disburse as it sees fit.

## Article 4. Privileges and Responsibilities of Members

A4.1 Privileges and responsibilities shall be extended to and borne by individuals who have formally joined in covenant with this congregation. The Church shall keep a permanent record of church membership known as the Membership Roll. The Church Council shall be responsible for maintaining the Membership Roll.

A4.1.a A person who has expressed interest in joining this congregation and who has learned the basic history, beliefs and values of this congregation to the satisfaction of the pastor shall have his/her name submitted by the pastor to the Church Council. All who wish to join the congregation are welcomed into the membership covenant during regular worship. The congregation shall read together the Covenant of the Congregation. New members are asked to remain standing. They are asked as a group if they wish to join this congregation in this covenant and, if so, answer, "I do". After the service each new member will sign their name to the Covenant book kept permanently in the church records.

A4.1.b The Covenant of the Congregation since 1976 reads as follows:

*Believing in the reality of my Christian faith and in the necessity for mutual trust and support in the Christian Church, I hereby covenant with God and with the other people of this church: To strive to obey the Ten Commandments and the Great Commandment to love my neighbor as myself; To continue through study, thought and prayer to grow in my Christian faith and understanding; To give my time, talent and treasure to Christ and His church in so far as I am able with God's help; To attend and support-in a spirit of interdependence and beyond mere personal convenience-as many of the services and functions of this church as possible; To discover and act upon ways to assist in the nurture of those people already in the church and invest my time and effort with those who are new to us; To be aware of and supportive toward any who are having personal struggles; To pray for the effectiveness in Christ's work of the pastor and the congregation; To expect God's blessings, presence, and healing in trial or rejoicing; To look with confidence for God's guidance in life and divine peace in life eternal; To understand the forgoing will be but empty phrases unless I will begin to bring them about promptly in my life.*

A4.2 Individuals who have covenanted with this congregation shall be described in these By-laws as "members". Congregants are defined as any person, member or not, in attendance at a church service or activity. Members are expected to express a willingness to abide within:

A4.2.a the values of this congregation: inclusiveness, Justice, Diversity, Spiritual Nurture, Healthy Relationships, Compassion and Innovation.

A4.2.b the life of the congregation through contributions and frequent presence at worship. -

A4.2.c the rule of this congregation as detailed in the By-laws.

A4.2.d the government and processes of the United Church of Christ or its successors.

A4.3 A person's status as a member may be terminated by any of the following:

A4.3.a The member has died.

A4.3.b The member gives a written or verified request to be removed from the membership roll. Verbal requests may be verified by a second party or by mechanical means.

A4.3.c Disciplinary action: A member may be disassociated from the congregation for any reason sustained by a 2/3 vote of the Church Council. Disassociation by the Church Council may be appealed to the congregation.

A4.4 An individual may be recognized as a member while retaining a membership in another congregation as long as he or she has made a covenant with this congregation.

A4.5 Members who have no record of attendance or other participation must be contacted biannually to verify their desire to remain on the membership roll.

## **Article 5. The Congregation**

A5.1 The powers of this congregation are those necessary to fulfill its purpose.

A5.2 The powers of this corporation are vested in the congregation when it meets according to the procedures provided in these By-laws.

A5.3 The congregation is authorized, but not limited to:

A5.3.a call a pastor.

A5.3.b terminate the call of a pastor.

A5.3.c approve the annual budget.

A5.3.d elect its Church Council members, and hold them accountable to carry out their duties in accordance with the By-laws.

A5.3.e terminate its relationship with the United Church of Christ.

A5.3.f acquire, sell, mortgage, lease, transfer, or dispose of its real property within or contiguous with its primary campus by any lawful means.

A5.4 Authority and responsibilities not specifically assigned to the congregation becomes the responsibility of the Church Council.

A5.5 The fiscal year of this congregation shall be January 1 through December 31.

## **Article 6. The Church Council**

A6.1 The Church Council is the board of directors of the corporation.

A6.2 A quorum shall consist of half of the total of all Church Council members (rounded up) plus one.

A6.3 A member may be represented by a designated alternate with the approval of the Church Council.

A6.4 Members of the Church Council may participate in a meeting by means of a telephone conference or similar method of communication by which all persons participating in the meeting can hear each other. Participating in a meeting pursuant to this subsection constitutes presence at the meeting.

A6.5 A majority vote shall consist of over half of the members present at a meeting of the Church Council.

A6.6 The Church Council is made up of the pastor(s), the officers, and members elected by the congregation. A called pastor or interim pastor shall serve in an ex-officio advisory capacity to the Church Council.

A6.6.a To be eligible for election to Church Council a member must be eighteen years of age as of the date of the election.

A6.7 The responsibilities of the Church Council include, but are not limited to:

A6.7.a acquire real and personal property by gift, devise, purchase, or other lawful means unless acceptance of the gift is encumbered by an unacceptable obligation to the congregation.

A6.7.b hold title to and use its property for any and all activities consistent with its purpose.

A6.7.c sell, mortgage, lease, transfer, or otherwise dispose of its real property not within or contiguous to its primary campus by any lawful means.

A6.7.d invest and liquidate investments.

A6.7.e Authority to execute documents on behalf of the congregation shall be held by the pastor and the officers.

A6.7.e.i If the document contains any binding financial requirement, two of the officers need to sign the document.

A6.7.e.ii If the document contains any binding financial requirement in excess of \$1,000.00 over the term of the agreement or a term of more than one year, two of the officers need to sign the document after authorization is gained from the Church Council.

A6.7.f The privilege to negotiate funds in all the congregation general financial accounts shall be held by the treasurer and one of the other officers.

A6.7.f.i The pastor shall have access to the general financial records, but is not privileged to negotiate funds.

A6.7.g The Church Council is responsible to efficiently and comprehensively oversee all ministries and responsibilities of the congregation.

A6.7.h The Church Council may establish, implement and amend policies, standing committees and *ad hoc* committees.

A6.7.i The Church Council has the sole authority to hire and fire all employees other than the pastor.

A6.8 The Church Council may negotiate binding non-financial agreements within the scope of the purpose of the congregation. The scope and purpose of the congregation allows for the use of the property by organizations that may not be regarded as a ministry of the congregation.

A6.9 The Church Council is responsible to complete the Annual Report to the Conference.

A6.10 Meetings of the Church Council

A6.10.a Regular meetings of the Church Council will occur at the time and place of the choosing of the majority of the Church Council. The date and time will be posted.

A6.10.b Special meetings of the Church Council may be called by the Pastor or Moderator.

A6.10.c The agenda of a Church Council meeting shall be drawn up by the Moderator and distributed by the Secretary. At the beginning of each meeting the agenda may be modified.

#### A6.11 Removal from the Church Council

A6.11.a A Church Council member may resign from the Church Council.

A6.11.b Any Church Council member who ceases to be an member of the congregation shall be considered removed from the Church Council.

A6.11.c Any Church Council member who fails to maintain an average attendance of three out of four regularly called Church Council meetings may be removed from the Church Council by majority vote. A Church Council member may be removed the Church Council by majority vote for failing to serve in a manner consistent with the foundational values of this congregation as detailed in the Preamble of these By-laws. -

#### A6.12 Conflict of Interest

A6.12.a Any member of Church Council who encounters a conflict of interest must declare that conflict and abstain from votes related to that conflict.

A6.12.b With the exception of the Pastor, a Church Council member may not also serve in a paid staff position.

A6.13 Appointments to other boards. The Church Council shall recruit and appoint members to other boards in the community at the request of those boards.

A6.14 The Church Council is the arbiter of any question of the meaning of these By-laws.

### **Article 7. Officers and Portfolios**

A7.1 The congregation shall elect four officers: Moderator, Vice-Moderator, Secretary, and Treasurer. The officers are members of the Church Council.

A7.1.a The Moderator shall function as president of the corporation for legal purposes and shall preside at meetings of the Council and the congregation. -

A7.1.b The Vice-Moderator shall assist the Moderator and preside at meetings when the Moderator is absent.

A7.1.c The Secretary shall function as secretary of the corporation for legal purposes.

A7.1.c.i The Secretary shall have charge of such books, documents and papers as the Church Council may determine.

A7.1.c.ii The Secretary shall keep, or cause to be kept, the minutes of all the meetings of the Church Council and of the congregation.

A7.1.c.iii The Secretary shall perform the duties incident to the office of secretary as may be required by the Church Council.

A7.1.c.iv The Secretary may make use of the services of assistants in the performance of his or her duties.

A7.1.d The Treasurer shall function as treasurer of the corporation for legal purposes.

A7.1.d.i The Treasurer shall have control of the congregational funds and other valuable effects, shall keep, or cause to be kept, full and accurate accounts of receipts and disbursement in books belonging to the congregation, and shall ensure that all moneys and other valuable effects are deposited in the name and to the credit of the congregation in such depositories as may be designated by the Church Council.

A7.1.d.ii The Treasurer shall ensure that the offering is taken from the altar and counted and deposited in a manner that maintains the security of the funds (Uncounted funds must be carried by two people delegated to carry funds until they are counted). This includes the recruitment, assignment, and training of those who participate in any part of this process.

A7.1.d.iii The Treasurer shall ensure that all disbursements of funds of the congregation are consistent with the approved budget or other directives of the Church Council, taking proper vouchers for such disbursements.

A7.1.d.iv The Treasurer shall render to the Church Council as they require, an account of - financial transactions and of the financial condition of the congregation.

A7.1.d.v The Treasurer may make use of the services of members as assistants in the performance of the treasurer's duties.

A7.2 There are eight primary portfolios of duties to be overseen by members of the Church Council: Building and Grounds-Maintenance, Building and Grounds-Projects, Campus Coordinator, Congregational Hospitality, Education, Outreach/Publication, Worship Coordinator, and Worship-Music. The congregation shall elect a member to the Council to oversee each of the following portfolios.

A7.2.a The Portfolio of Building and Grounds-Maintenance concerns the tasks required for the upkeep of the building and grounds to maintain the facilities. —

A7.2.b The Portfolio of Building and Grounds-Projects concerns capital improvements, major maintenance and special projects. -

A7.2.c The Portfolio of Campus Coordinator manages the relationships between our congregation, our building and organizations which use our buildings.

A7.2.d The Portfolio of Welcome and Hospitality will coordinate all expressions of welcome and hospitality within the congregation.-

A7.2.e The Portfolio of Education concerns the education programs for children and adults. -

A7.2.f The Portfolio of Outreach/Publication manages the information, marketing and communication and recommends ways for the congregation to reach out and support the community around us.

A7.2.g The Portfolio of Worship Coordinator is responsible for the facilities of the worship service and coordinates with the music portfolio holder.

A7.2.h The Portfolio of Worship-Music is concerned with the experience of music within worship by the congregation. This person collaborates with the musicians and the Worship Coordinator portfolio holder and the pastor.

A7.3 There are six seasonal or occasional portfolios of duties overseen by members of the Church: Budget, Events, Memorial Garden, Nominating, Stewardship, and UCC Liaison. These occasional portfolios may be undertaken by a member of the Council or other member of the congregation.

A7.3.a The Portfolio of Budget. This portfolio is taken up in anticipation of the Annual Meeting and may be timed to follow a stewardship campaign.

A7.3.b The Portfolio of Events is taken up when a major event or activity is scheduled.

A7.3.c The Portfolio of The Memorial Garden is taken up whenever additions or maintenance is required.

A7.3.d The Portfolio of Nominating oversees the process by which the Church Council selects nominees for any existing or anticipated vacancies.

A7.3.d.i The Church Council will recommend a candidate(s) for the position(s) under consideration. A candidate must be contacted, given a clear description of the duties and term of the position and asked to accept the nomination. Upon acceptance the nominee will be placed on the ballot for the congregation.

A7.3.d.ii Vacant positions shall be recruited so that approximately one-third of the Church Council complete their terms each year. No person is eligible for a term which would result in that person serving more than six consecutive years on the Church Council.

A7.3.f The Portfolio of Stewardship is taken up in anticipation of the Annual Meeting or a Capital Campaign.

A7.3.g The Portfolio of UCC Liaison is charged with maintaining a positive relationship with the Conference or Association.

A7.4 Tasks will inevitably arise which are not defined in the By-laws which will benefit from the assignment to a member of the congregation. These tasks should be recognized and defined by the Council and any member of the congregation may accept such responsibility.

A7.5 Each holder of a defined portfolio is to seek out another member of the Church Council to serve as a secondary holder of the portfolio. The secondary holder is to function as a collaborator rounding out the leadership of the portfolio with complementary skills. The secondary holder of the portfolio is especially essential when the primary holder has an extended leave or illness.

A7.6 Some portfolios will align with the duties of the staff. These relationships are to be managed as cooperative. Disagreements may be referred to the Pastor or the Council.

A7.7 Those who hold any portfolio are authorized without any further oversight from the Church Council to recruit and enlist other members of the congregation. These *ad hoc* Portfolio Teams can be expanded or contracted as needed by the primary portfolio holder.

A7.8 The Pastor(s) and Moderator shall serve as resource people to all officers and portfolio holders.

A7.9 Portfolio holders are responsible to keep the Pastor(s) and Moderator current with regard to meeting times, places and agendas for each portfolio. The Pastor(s) and Moderator are welcome at all meetings. -

A7.10 Portfolio holders are responsible to update the Council of significant changes, issues, or advances within their portfolios at the regular Council meetings.

A7.11 If a vacancy occurs the portfolio may, at the option of the Church Council, be left open until the next Annual Meeting, a member may be appointed by majority vote of the Church Council to serve until the next Annual Meeting of the congregation, or the portfolio may be reassigned at the next meeting of the Church Council and reported to the congregation.

## **Article 8. Meetings of the Congregation**

A8.1 The secretary of the Church Council shall be responsible to verify, sign and maintain the minutes of all congregational Meetings.

A8.2 At any meeting of **the** congregation, 30% of the congregation members shall constitute a quorum. The Secretary will provide a current count of members of the congregation. The members present at a duly organized meeting may continue to do business until adjournment, notwithstanding the withdrawal of members during said meeting leaving less than a quorum in attendance.

A8.3 Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of the members. Members under the age of eighteen are not permitted to vote on issues pertaining to the sale or acquisition of property.

A8.4 Voting by proxy or by absentee ballot shall not be permitted unless authorized in advance by the Church Council.

A8.5 All actions by the congregation shall be by majority vote except otherwise provided in these By-laws in keeping with the rules of order.

A8.6 At the annual meeting of the congregation, the Church Council shall submit a ballot of candidates to the congregation to fill vacancies on the Church Council. -

A8.7 Nominations for Church Council may be accepted from the floor only if the nominee is present, is eligible for nomination, and accepts the nomination.

A8.8 No one shall be declared elected unless that person has received a majority of the votes cast. If more than one ballot is required in an election, a motion shall be in order to limit the balloting after the first ballot to the three candidates receiving the higher number of votes on the first ballot; and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.

A8.9 The meeting shall be presided over by the Moderator or designee. -

A8.10 Robert's Rules of Order, *Newly Revised in Brief* edition, shall be followed in general and may be strictly invoked at the discretion of the presiding person.

A8.11 Annual Meetings of the congregation.

A8.11.a At least one annual meeting of the congregation shall take place each year.

A8.11.b Annual meetings must be announced in advance to the congregation during at least four Sunday Services prior to the meeting.

A8.11c The date of this meeting shall be set at the close of the previous annual meeting, and shall fall within six weeks of the close of the congregation's fiscal year.

A8.11d The Church Council shall determine the agenda for this meeting.

A8.12 Special meetings of the congregation

A8.12.a A special meeting of the congregation may be called by any of the following:

A8.12.a.i The pastor(s) in conjunction with the moderator and a Church Council member.

A8.12.a.ii A majority of the Church Council.

A8.12.a.iii A petition carrying the signatures of at least 20% of the members.

A8.12.b The specific purpose of any special meeting must be declared when the meeting is called and may not be expanded upon at a special meeting.

A8.12.c Special meetings must be announced ten days in advance to the congregation, as follows.

A8.12.c.i Verbally during at least two Sunday Services prior to the time of the meeting, including the day of the meeting, and,

A8.12.c.ii By mail to all members on or before the first Sunday on which the meeting is announced at services.

A8.12.d The meeting may take place no sooner than following the second Sunday service at which the meeting is announced.

## **Article 9. The Pastor**

A9.1 Calling a senior or solo pastor

A9.1.a When this church is served by one pastor the title of "pastor" shall suffice in these By-laws. If more than one pastor is called, one shall be known as the senior pastor.

A9.1.b Any candidate for pastor must be an authorized minister in the United Church of Christ or have certified Privilege of Call from a UCC Association, or have certification from the Northwestern Association Church & Ministry Committee that they would be eligible for Dual Standing, if called.

A9.1.c A special meeting of the Council shall be called to nominate and elect a search committee to solicit, consider and recommend a candidate to the congregation.

A9.1.c.i The search committee may invite the advice and help of a conference minister.

A9.1.c.ii The search committee shall require a minimum of two-thirds of its current membership to pass its final recommendation.

A9.1.c.iii All scenarios cannot be anticipated in the call process. Therefore, the search committee is empowered to negotiate any matter, financial or otherwise within guidelines suggested by the Church Council, which bears upon a candidate becoming available for a call.

A9.1.c.iv The search committee, in collaboration with the Council, shall recommend a candidate to the congregation and make available to the congregation a detailed summary of all compensation and benefits negotiated by the search committee at the time the special meeting is called.

A9.1.c.v A special meeting of the congregation shall be called by the Church Council to consider the candidate and the candidate's compensation and benefits as negotiated by the search committee and vote on calling this candidate to become the pastor.

A9.1.c.vi If a member of the search committee ceases to serve for any reason, that member will not be replaced.

A9.1.c.vii If the search committee cannot recommend any candidate it shall meet with the Church Council for consultation. If after this consultation no consensus can be reached the search committee shall disband and the Church Council will call a new special meeting of the congregation to create a new search committee.

## A9.2 Calling an additional pastor

A9.2.a All procedures and powers delineated in A9.1 shall be observed.

A9.2.b The senior pastor shall sit on the search committee.

A9.3 Authority to call a pastor by the congregation shall be by at least a two-thirds majority secret ballot vote of members present and voting at a special meeting called for that purpose.

A9.4 Duties of the pastor shall be included in a letter of call. The letter of call must be approved by the Association.

A9.5 When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors and the Church Council. As occasion requires, the documents may be revised through similar consultation.

## A9.6 Termination of a pastor by the congregation.

A9.6.a The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated by the congregation only following consultation with the conference minister and majority vote of the congregation and for the following reasons:

A9.6.a.i inability to conduct the pastoral office effectively in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor.

A9.6.a.ii the physical or mental incapacity of the pastor.

A9.6.a.iii disqualification of the pastor through discipline by the Northwest Association on grounds of doctrine, morality, or continued neglect of duty.

A9.6.b Other reasons a pastor's call may be terminated include: mutual agreement to terminate the call; if a call was made for a specific term, the completion of that term; the resignation of the pastor; or the dissolution of the congregation.

A9.6.c If a conference minister or the Church and Ministry committee expresses a desire to mediate the situation, the Church Council shall allow at least one attempt by the conference minister or the Church and Ministry committee to mediate the situation before proceeding with a congregational meeting.

A9.6.d This mediation may require that a congregational meeting be postponed.

A9.6.e If a conference minister declines to mediate, or, if in the judgment of a 2/3 majority of the Church Council, the attempts at mediation are ineffective, it may schedule a special meeting for

the purpose of terminating the pastor according to the rules for scheduling a special meeting of the congregation.

A9.6.f A period of 60 days or any mutually agreed period shall be observed in ending the relationship between a pastor and the congregation.

A9.6.f.i Some causes for termination or investigation may require that the pastor step away from all duties immediately if terminated or until any investigation recommended by a conference minister is concluded.

A9.6.f.ii In the event of an immediate termination and in consultation with a conference minister, the congregation may decline any financial support of the pastor beyond the date of termination.

A9.6.f.iii In the event of an investigation called for by a conference minister or the Association Committee on Ministry, the pastor shall continue to receive salary and benefits even if s/he has stepped away from all duties pending the conclusion of the investigation.

A9.7 The senior pastor has authority to request the resignation of a subordinate pastor. This may be done only after consulting with a conference minister and the Church Council to verify that this course of action is merited by the circumstances of the dismissal, and that any applicable laws are observed.

A9.8 If there is a pastoral vacancy an interim pastor shall be selected and recommended to the membership by the Church Council in consultation with a Conference Minister

A9.8.a The candidate shall be presented at an informal reception for the membership, and present a sermon at a regular service. The candidate may be accepted by a majority vote at a duly called special meeting of the membership. Prior to or at that meeting, information about the candidate and the offered and accepted contract will be presented as information to the members.

A9.8.b During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the Church Council.

A9.8.c An interim pastor may not guide, consult or participate in the search process or the selection of a new pastor.

A9.9 A pastor and the congregation shall make satisfactory settlement of all financial obligations before the last day of the call.

A9.10 Each pastor shall become a member of the congregation if s/he accepts the letter of call.

A9.11 The pastor has the authority to request the resignation of any paid non-clergy staff, only after approval of the Church Council to verify that this course of action is merited by the circumstances of the dismissal, and that any applicable laws are observed.

## **Article 10. Information Access to Records of the Congregation**

A10.1 It is recognized that the congregation may possess information sought by outside parties for purposes of their own. Everyone with access to records in this congregation is responsible to:

A10.1.a provide reasonable access to information within the congregation and the United Church of Christ.

A10.1.b prevent any access from outside the congregation or the United Church of Christ.

A10.1.c report to the pastor(s) or a church officer any attempt to access records by anyone, for any reason the custodian of those records deems to be suspect.

A10.2 Access to individual member records or individual financial records of the congregation is granted to:

A10.2.a the Pastor or any appropriate member of the staff or Church Council specifically approved by the Church Council.

A10.2.b the member for the member's own record.

A10.2.c the legal parent or guardian of a minor member for the minor member's own record.

## **Article 11. Amendments**

A11.1 Amendments to these By-laws may be proposed by:

A11.1.a at least one third of the members; or

A11.1.b a majority of the Church Council.

A11.2 Proposals must be filed in writing and submitted to the Church Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose.

A11.3 The Church Council shall notify the congregation of the proposal with its recommendations at least 30 days in advance of the meeting.

A11.4 Any amendments to these By-laws shall be sent to the Conference at least 30 days prior to voting as an opportunity for advice and guidance. This is also an opportunity to affirm that the amendments are congruent with the constitution and By-laws of the United Church of Christ, the Conference or the Association.

A11.5 Any amendment to these By-laws must be approved by a two-thirds majority vote of the congregation.

A11.6 If an amendment to these By-laws previously approved by the conference is significantly altered in the course of a congregational meeting and debate it may not be implemented until the conference minister has been consulted with the alterations as being congruent with the constitution and By-laws of the United Church of Christ, the Conference or the Association.